



DARWIN EVENT GROUP
Complete Trade Show and Convention Services

OFFICIAL TRADE SHOW CONTRACTOR



February 7-9, 2025

DARWIN EVENT GROUP – EXHIBITOR ORDER FORMS

OFFICIAL TRADE SHOW CONTRACTOR

Head Office

PO Box 667
100 South Street, Unit 16
Berwick, NS B0P 1E0
Tel 877.679.7177
Fax 902.678.4436
e-mail info@darwineventgroup.com

Warehouse

60 Morse Lane, Unit 7
Berwick, NS B0P 1E0

We offer all relative show contractor services such as:

- Material handling/drayage and storage of freight
- Labour
- Display systems and Turn Key booths
- Furnishings, carpet, lighting, etc.

EXHIBIT MOVE-IN/MOVE-OUT

EXHIBITOR MOVE-IN Friday, February 7, 2025 - see Exhibitor Kit
EXHIBITOR MOVE-OUT Sunday, February 9, 2025 after 5:00 pm

BOOTH EQUIPMENT

Each booth includes:

includes 8 ft. high backwall with 8 ft. high side divider wall.

Booth sizes:

8'x8'

12'x8'

16'x8'

Micro 6'x5' back wall only

DISCOUNT PRICE DEADLINE

To receive the advance discount rates, we must receive your order and payment in full by January 27, 2025

SERVICE CENTER HOURS

We will have staff available on-site at the Exhibitor Services Centre during exhibitor move-in and move-out.



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PO Box 667
Berwick, NS B0P 1E0
T: 902.679.7177
F: 902.678.4436

DISCOUNT PRICE DEADLINE
January 31, 2025

BOOTH # _____

COMPANY NAME _____

ADDRESS _____

CITY _____ PROV _____ PC _____

PHONE _____ FAX _____

E-MAIL _____

NAME (please print) _____

METHOD OF PAYMENT

CREDIT CARD PAYMENT

This authorization to charge your credit card account will apply for all advance orders and show-site orders placed by you or your representative. Your signature below denotes acceptance of all terms and conditions included in the Exhibitor Manual. Charges may also include any charges which Darwin Event Group may be obliged to pay on your behalf, including without limitation, any shipping charges.

VISA MASTERCARD

CARD # _____ EXPIRY DATE _____

CARD HOLDER NAME (please print) _____

AUTHORIZED SIGNATURE _____

CARD HOLDER BILLING ADDRESS AS ABOVE

OR OTHER BILLING ADDRESS _____ CITY _____ PROV _____ PC _____

ORDER SUMMARY

E-TRANSFER

- E-transfers can be sent to: info@darwineventgroup.com
- Please include either business name or invoice number in memo of transfer

TABLES	\$
CHAIRS	\$
SPECIALTY FURNISHINGS	\$
TURNKEY BOOTH & OPTION PKGS.	\$
MODULAR EXHIBITS	\$
CARPET	\$
SIGNS	\$
PLANTS	\$
ADVANCE MATERIAL HANDLING	\$
LABOUR - INSTALLATION	\$
LABOUR - DISMANTLE	\$

SUB-TOTAL	\$
HST 15% (#873491807)	\$
ORDER SUB-TOTAL	\$
2% CREDIT CARD FEE (if applicable)	\$
ORDER GRAND TOTAL	\$

NOTES or ADDITIONAL ITEMS:

IMPORTANT

- Place your order before the Discount Price Deadline (noted above) to save money.
- Orders received without a Method of Payment or after the discount price deadline will be charged standard rates.
- Fax your order to us @ 902.678.4436 OR e-mail to info@darwineventgroup.com

QUESTIONS?

- Please contact us at 902.679.7177 or by e-mail at info@darwineventgroup.com



COMPANY NAME _____

BOOTH # _____

DARWIN EVENT GROUP
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DISCOUNT PRICE DEADLINE
January 31, 2025

FURNISHINGS - CARPET

TABLES - DRAPED			
Please circle table Skirt colour required.			
BLUE BLACK BURGUNDY GREEN RED WHITE			
		DISCOUNT	STANDARD
	4' draped table 30"H	58.00	68.00
	6' draped table 30"H	63.00	74.00
	8' draped table 30"H	66.00	76.00
	4' draped table 42"H	72.00	90.00
	6' draped table 42"H	76.00	96.00
	8' draped table 42"H	80.00	103.00
	4 th side draping	26.00	31.00
SUB-TOTAL			
TABLES - UNDRAPED			
QTY		DISCOUNT	STANDARD
	4' undraped table 30"H	34.00	44.00
	6' undraped table 30"H	38.00	48.00
	8' undraped table 30"H	42.00	52.00
	4' undraped table 42"H	46.00	64.00
	6' undraped table 42"H	55.00	69.00
	8' undraped table 42"H	59.00	72.00
	Table riser	31.00	39.00
SUB-TOTAL			
TABLES - OTHER			
QTY		DISCOUNT	STANDARD
	Cruiser/Cocktail table 42" H	64.00	74.00
	Cafe table 30" H	62.00	72.00
	White or black spandex	32.00	38.00
SUB-TOTAL			
CHAIRS/STOOLS			
QTY		DISCOUNT	STANDARD
	Plastic Folding Chair	10.00	15.00
	Padded stool	40.00	49.00
SUB-TOTAL			
SPECIALTY FURNISHINGS			
QTY		DISCOUNT	STANDARD
	Tripod easel	26.00	32.00
	Wastebasket	16.00	20.00
	Small fishbowl	23.00	28.00
	Poster board	85.00	97.00
	Flip Charts/with paper	48.00	62.00
	Coat Tree	31.00	36.00
	Ballot Box	20.00	25.00
	3mx2.5m Pegboard or Slatwall Display Panel		50.00 each
	Shelves for display panel		25.00 each
Sub-Total			

ELECTRICAL			
QTY		DISCOUNT	STANDARD
	15' extension cord	N/A	36.00
	Power Bar	N/A	37.00
SUB-TOTAL			
DRAPE – CIRCLE FOR SPECIAL DRAPE COLOR			
BLUE, BLACK, BURGUNDY, GREEN, GOLD, RED, WHITE			
	Special Drape 3' high	5.00/lin.ft.	6.90/lin.ft.
	Special Drape 8' high	5.60/lin.ft.	7.50/lin.ft.
SUB-TOTAL			
MODULAR EXHIBITS			
Hardwall panel colours choices BLUE GREY WHITE			
QTY		DISCOUNT	STANDARD
	Pop-up booth	588.00	660.00
	10'x10' hardwall	1,012.00	1,092.00
	10'x20' hardwall	1,582.00	1,663.00
	Counter	203.00	225.00
SUB-TOTAL			
CARPET – PLEASE CIRCLE COLOR CHOICE			
GREY, BLUE, BLACK, RED			
QTY		DISCOUNT	STANDARD
	10'x10'	120.40	150.50
	10'x20'	241.39	301.73
	10'x30'	361.21	451.51
	10'x40'	481.62	602.02
	Custom cut (per sq. ft with 100 sq. ft. min)	2.49	3.11
	Carpet padding	2.00/sq. ft.	3.00/sq. ft.
	Visqueen	1.00/sq. ft.	1.50/sq. ft.
	Vacuuming per day		1.00/sq. ft.
SUB-TOTAL			

- Please record your **SUB-TOTALS** on the Method of Payment page.
- If you require something that is not listed in this Exhibitor Manual, please call our office at 902.679.7177 or e-mail info@darwineventgroup.com
- Our inventory is extensive, we can design and build special systems and displays...and if we don't have what you need in stock, we'll do our best to source it!



COMPANY NAME _____

BOOTH # _____

DARWIN EVENT GROUP
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DISCOUNT PRICE DEADLINE **SIGNS - PLANTS - MATERIAL HANDLING**
January 31, 2025

SIGNS			
QTY		DISCOUNT	STANDARD
	SIGN HANGING		\$60 / LINE
	7" X 44"	73.00	112.00
	14" X 22"	88.00	126.00
	22" X 28"	109.00	167.00
SUB-TOTAL			

- Signs are based on 1 colour copy on white coroplast.
- 10 word maximum. Logos are not included in above prices.
- Other sizes available, please contact us for a quote.
- Letter colour _____ Landscape or Portrait
- Please indicate your sign "copy" here ↓

PLANTS			
QTY		DISCOUNT	STANDARD
	Table size plant	N/A	Contact us
	3'-4' tropical plant	N/A	Contact us
	5'-6' tropical plant	N/A	Contact us
	Fresh cut flowers	N/A	Contact us
SUB-TOTAL			



MATERIAL HANDLING

- **Advance Material handling costs** are incurred when we receive your freight in our warehouse and deliver your freight to show-site. Minimum rates apply for shipment up to 199 lbs. Above 199 lbs, the fee is based on every 100 lbs (CWT). **NO COD SHIPMENTS WILL BE ACCEPTED.**
- **Return to warehouse charges** apply if we are required to bring your freight back to our warehouse at the close of the show.
- **Please note:** Exhibitors are responsible for arranging pick-up of their freight at the close of the show either from the show floor or from our warehouse. Darwin Event Group **is not responsible** to arrange for courier or transport pick-up of exhibitor freight from either show-site or our warehouse. Freight must be removed from our warehouse within five (5) business days after the close of the show. A \$100.00 (+HST) daily storage fee will be charged beginning on day six (6).

WAREHOUSE - RATES			
QTY		PRICE PER CWT (100 LBS.)	MINIMUM CHARGE
	Crated or skidded	54.00	108.00
	Special handling	60.00	120.00
	Uncrated	62.00	124.00

SUB-TOTAL \$

Special Handling – loose freight/multiple pieces such as boxes, pop-ups, tubes, etc.,
Uncrated – equipment and loose machinery not in road cases.

SHOW-SITE - RATES			
QTY		PRICE PER CWT (100 LBS.)	MINIMUM CHARGE
	Crated or skidded	N/A	N/A
	Special Handling	N/A	N/A
	Uncrated	N/A	N/A

SUB-TOTAL \$

RETURN TO WAREHOUSE			
QTY		PRICE PER CWT (100 LBS.)	MINIMUM CHARGE
	Crated or skidded	54.00	108.00
	Special handling	60.00	120.00
	Uncrated	62.00	124.00

SUB-TOTAL \$



COMPANY NAME _____

BOOTH # _____

DARWIN EVENT GROUP

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DISCOUNT PRICE DEADLINE
January 31, 2025

INSTALLATION and DISMANTLE LABOUR

LABOUR - RATES AND TERMS

MINIMUM 4 HOUR LABOUR CALL FOR INSTALLATION AND DISMANTLE LABOUR

- **STRAIGHT-TIME RATE:** \$62.00 per person per hour 8:30 am – 4:30 pm Monday through Friday
- **OVER-TIME RATE:** \$99.00 per person per hour All other hours
- **DARWIN SUPERVISION RATE:** 30% of the total labour bill With a minimum charge of \$62.00
- **Start time** is guaranteed only at the start of the working day.
- **If Darwin supervised**, installation will be completed at our discretion prior to move-in.
- **If Exhibitor supervised**, supervisor must check in at the Darwin Service Desk to sign-in and sign-out our labour.
- Exhibitor Supervisor contact name: _____ Phone: _____

DARWIN EVENT GROUP SUPERVISED LABOUR REQUIREMENTS

Freight will be shipped to →	Our warehouse	OR	Show-site	Date being shipped:
Instructions and photo →	Attached to this order	OR	Included with exhibit	In crate #:
Carpet →	Rented from Darwin	OR	Included with exhibit	Colour: _____ Size: _____
Electrical placement →	Drawing attached	OR	Drawing included with exhibit	Electrical to run under carpet: Yes _____ No _____
Graphics →	Shipped separately	OR	Included with exhibit	Date being shipped:
Tools/hardware required →				
Comments:				

OUTBOUND EXHIBIT SHIPPING REQUIREMENTS

Ship to →			
Carrier →	Ground: Next day / 2 nd Day / Deferred	Carrier booked: Yes No	

Freight charges: Must be either pre-paid or collect. Darwin Event Group will not pay shipping charges.

MINIMUM 4 HOUR LABOUR CALL FOR INSTALLATION AND DISMANTLE LABOUR

INSTALLATION LABOUR

DATE	# OF PEOPLE	START TIME		APPROXIMATE HOURS PER PERSON		TOTAL HOURS		HOURLY RATE	ESTIMATED TOTAL
			X		=		@		\$
			X		=		@		\$
AMOUNT									\$
If Darwin supervision required – please add 30% of the amount or a minimum charge of \$62.00									\$
SUB-TOTAL INSTALLATION									\$

DISMANTLE LABOUR

DATE	# OF PEOPLE	START TIME		APPROXIMATE HOURS PER PERSON		TOTAL HOURS		HOURLY RATE	ESTIMATED TOTAL
			X		=		@		\$
			X		=		@		\$
AMOUNT									\$
If Darwin supervision required – please add 30% of the amount or a minimum charge of \$62.00									\$
SUB-TOTAL DISMANTLE									\$

- Please record your **SUB-TOTALS** on the Method of Payment page.



HARDWALL SYSTEM

TURNKEY BOOTH PACKAGES

TURNKEY BOOTH PACKAGES INCLUDE

- Aluminum finished structure
- Hard wall panels (white) or Velcro fabric compatible panels (colour choice: blue, grey, black)
- 1 pedestal table with 2 chairs
- Carpet – blue, grey, red or black.
Note: if venue is carpeted, carpet will be installed on top. No change in the package price if carpet is not used.
- 2 lights
- Installation and dismantle

Price does not include Company name or logo on the header – please contact us for a quote.

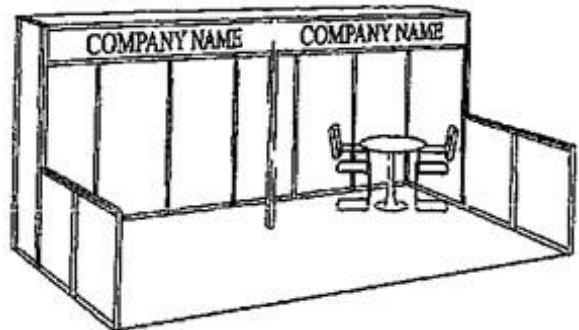
PRICES (Please check the Turnkey Booth package of your choice)

_____ 10' wide booth ... Discount Price = \$1,012.00 || Standard Price = \$1,092.00

_____ 20' wide booth ... Discount Price = \$1,582.00 || Standard Price = \$1,663.00

SUB-TOTAL _____
10' wide TURNKEY BOOTH

SUB-TOTAL _____
20' wide TURNKEY BOOTH



SLATWALL OR PEGBOARD BOOTH PACKAGES

SLATWALL OR PEGBOARD may be substituted for the hardwall or Velco panels in the above Turnkey Booth Packages at an extra cost. Please indicate your preference on the Method of Payment page.

PRICES (Please indicate your choice)

_____ 10' Slatwall or Pegboard ... Discount Price = \$1,105.00 || Standard Price = \$1,437.00

_____ 20' Slatwall or Pegboard ... Discount Price = \$1,808.00 || Standard Price = \$2,341.00

_____ Shelves ... Discount Price = \$29.00 || Standard Price = \$37.00

SUB-TOTAL _____ Note: subject to availability

TERMS AND CONDITIONS

The terms and conditions set forth below become part of the contractual agreement between Darwin Event Group and you, the EXHIBITOR. Acceptance of the said terms and conditions will be construed when any of the following are met:

- **WHEN THE METHOD OF PAYMENT FORM IS SIGNED; OR**
- **WHEN AN ORDER FOR LABOUR, SERVICES, AND/OR RENTAL EQUIPMENT IS PLACED BY AN EXHIBITOR WITH DARWIN EVENT GROUP; OR**
- **WHEN WORK IS PERFORMED ON BEHALF OF EXHIBITOR BY LABOUR SECURED THROUGH DARWIN EVENT GROUP.**

DEFINITIONS

The name "Darwin Event Group" shall be construed within the meaning of this contract as Darwin Event Group Inc (DEG) and its employees, officers, directors, agents and assigns, affiliated companies and related entities including but not limited to any subcontractors DEG may appoint.

The term "Exhibitor" shall be construed within the meaning of this contract as the Exhibitor and/or its employees, agents, representatives, and/or any Exhibitor Appointed Contractor (EAC).

PAYMENT TERMS

Full payment, including any applicable tax is due in advance or at the show site. All payments must be in Canadian funds and all cheques must be drawn on a Canadian Bank. Orders received without advance payment or after the deadline date will incur additional (After Deadline) charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of DEG except where specifically identified as a sale. All DEG rentals include delivery, installation and removal from EXHIBITOR'S Booth. In case of cancellation, a one-hour, per-person, per-hour charge will be applied to all labour orders that are not cancelled in writing at least 24 hours prior to the scheduled start time. If services have already been provided at the time of cancellation, a 30% restocking fee will be applied to all DEG rental items with the exception of Prestige Carpet, Custom-cut carpet, MIS Rental Exhibits and any other custom-order items, which will remain at 100% of the original charge. It is EXHIBITOR'S responsibility to advise DEG Exhibitor Services personnel of any problem with the order, and to check invoices for accuracy prior to the close of the exhibit. If EXHIBITOR is exempt from payment of sales tax, DEG requires an exemption certificate for the Province in which the services are to be used. Resale certificates are not valid unless EXHIBITOR is rebilling these charges to its customers. For International EXHIBITORS, DEG requires 100% prepayment of advance orders and any orders or services placed at show site must be paid at the show. For all others, should there be any pre-approved unpaid balance after the close of the show; terms will be net, due and payable in Berwick, NS, upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18% and future orders will be on a pre-paid basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by DEG shall either be applied to reduce the principal unpaid balance or refunded to the payer. These payment terms and conditions shall be governed by and construed in accordance with the laws of Nova Scotia in the event of any dispute between EXHIBITOR and DEG relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment or any partial payment due to DEG for its services as an off-set against the amount of any alleged loss or damage. Any claim against DEG shall be considered a separate transaction and shall be resolved on its own merits. DEG reserves the right to charge EXHIBITOR for the difference between the EXHIBITOR'S estimate of charges and the actual incurred by EXHIBITOR, or for any charges that DEG may be obligated to pay on behalf of EXHIBITOR including without limitation any shipping charges.

OPTION A: LABOUR PROVIDED UNDER THE SUPERVISION OF DEG

RESPONSIBILITIES: DEG shall be responsible for the performance of labour provided under this option. DEG cannot assume responsibility for any acts, or loss to persons, parties and/or other contracting firms not under DEG direct supervision and control. In no event shall DEG be liable for loss or damage caused by delay in labour beginning work when EXHIBITOR requests labour to begin later than the start of the working day. DEG shall not be responsible for loss, delay or damage due to strike, lockouts, and/or work stoppages, or other causes beyond DEG reasonable control.

INDEMNIFICATION: DEG agrees to indemnify, hold harmless, and defend EXHIBITOR from and against all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorney's fees and investigation costs) for bodily injury, including any injury to DEG employees, or property damage arising out of work performed by labour provided by and supervised by DEG, except when EXHIBITOR exercises direction and/or control over the work being performed.

OPTION B: LABOUR PROVIDED UNDER THE SUPERVISION OF EXHIBITOR

RESPONSIBILITIES: EXHIBITOR shall be responsible for the performance of labour under this section. It is the responsibility of EXHIBITOR to supervise labour secured through DEG in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with DEG Safe Work Rules and or Province, Country and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management Rules and/or Regulations. It is the responsibility of EXHIBITOR to check in with the Service Desk to pick-up labour and to return to the Service Desk to release labour when the work is completed.

INDEMNIFICATION: EXHIBITOR agrees to indemnify, hold harmless, and defend DEG from and against all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorney's fees and investigation costs) for bodily injury, including any injury to DEG employees, and/or property damage arising out of work performed by labour provided by DEG but supervised by EXHIBITOR. Further, EXHIBITOR, indemnification of DEG includes any and all violations of Province, County or Local ordinance. "Show Regulations and/or Rules" as published and/or set forth by facility or show management and/or directing labour provided by DEG to work in a manner that violates any of the above rules, regulations, and/or ordinances.